

**MINUTES OF THE 17<sup>TH</sup> MEETING OF THE BOARD OF STUDIES OF THE BBA DEPARTMENT  
HELD ON 24<sup>TH</sup> JUNE, 2023**

The 17th Meeting of the Board of Studies (BoS) of the BBA Department was held on 24th June, 2023 in which the following members were present:

- |                                |  |
|--------------------------------|--|
| 1. Dr.G.Jones Green            | Head of the Department - Chairperson.  |
| 2. Dr. R.Arul Moses            | Faculty Member   |
| 3. Dr. A.Remila Janne          | Faculty Member   |
| 4. Dr. S.Subha                 | Faculty Member   |
| 5. Dr. J.T.Pratheesh           | Subjectexpert-1 (from outside the parent university)                                 |
| 6. Dr. S.Jebastine Suthan Raja | Subjectexpert-2 (from outside the parent university)                                 |
| 7. Dr. N.Arun Fred             | Subjectexpert (Nominated by the VC)  |
| 8. J.Siva Prabhu               | Representative (from industry/corporate sector/allied area<br>Relating to placement) |

The meeting of the Board of Studies of the Business Administration Department was held at 11.00 am on 24<sup>th</sup> June,2023 in the Department of Business Administration.

In the beginning, the Chairperson introduced and welcomed the members. The Chairperson also acknowledged and appreciated the significant contributions of the outgoing members.

Thereafter,the agendas were taken up for discussion.

Minute No	Minutes
1	<b>Confirmation of the Minutes of the 17<sup>th</sup> BoS meeting held on June 24,2023</b>  Member Secretary Dr.G.Jones Green read the minutes of 17th BoS meeting held on June 24th and the minutes were confirmed.
2	<b>Action Taken Report on the Minutes of the 17<sup>th</sup> BoS meeting.</b>

*[Signature]*  
**Dr. G JONES GREEN, MBA, M.Phil., Ph.D.**  
Head & Associate Professor,  
Department of Business Administration,  
Scott Christian College (Autonomous),  
Nagercoil - 629 003.

*[Signature]*  
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	<p>The members of BoS carefully perused the "Action Taken Report (ATR)" presented by the Member Secretary Dr.G.Jones Green and expressed their satisfaction and appreciation.</p>																											
3	<p><b>Review of Academic and Administrative Audit (AAA) Report 2023-24.</b></p> <p>The member-secretary Dr.G.Jones Green presented the AAA report criteria-wise and the members of BoS carefully reviewed the AAA report and proposed the following suggestions for improvement.</p> <p>a) To give importance for Personality Development b) To give importance for Communication skill</p>																											
4	<p><b>Review of Feedback Report on curriculum obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumni.</b></p> <p>Dr.G.Jones Green presented the Feedback Report obtained from 1) Students, 2) Teachers, 3) Employers, 4) Alumni on the curriculum of BBA from in the academic year 2023-24.</p> <p>The members of BoS carefully reviewed the Feedback Report received from the stake holders and proposed the following actions to be taken in the curriculum.</p> <p>a) To create awareness on competitive Examinations b) To create employability c) To add value added courses</p>																											
	<p><b>Introduction of new courses from the academic year 2023-24.</b></p> <p>Dr.G.Jones Green proposed the introduction of the following NEW course(s) in the curriculum of BBA From the academic year 2023-24.</p> <p>1. Core/Elective courses with local/regional/national/global relevance</p> <table border="1" data-bbox="367 1142 1436 1411"> <thead> <tr> <th>Name of the Course</th> <th>Course Code</th> <th>Relevance to the local, national, regional and global developmental needs.</th> </tr> </thead> <tbody> <tr> <td>Legal Aspects of Business</td> <td></td> <td>National</td> </tr> <tr> <td>Event Management</td> <td></td> <td>Global</td> </tr> </tbody> </table> <p>2. Courses for employability/entrepreneurship/ skill development</p> <table border="1" data-bbox="367 1456 1436 1724"> <thead> <tr> <th>Name of the Course</th> <th>Course Code</th> <th>Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development</th> </tr> </thead> <tbody> <tr> <td>Entrepreneurship Development</td> <td><i>Core Elective</i></td> <td>Employability</td> </tr> <tr> <td>Event Management</td> <td></td> <td>Employability</td> </tr> <tr> <td>Business Communication</td> <td><i>skill</i></td> <td>Skill Development</td> </tr> </tbody> </table> <p>3. Value-added courses for imparting transferable and life skills (Min.30hours)</p> <table border="1" data-bbox="367 1814 1436 2016"> <thead> <tr> <th>Name of the Course</th> <th>Course Code</th> <th>Transferable and life skill development</th> </tr> </thead> <tbody> <tr> <td>Small business Management</td> <td></td> <td>Entrepreneur</td> </tr> </tbody> </table>	Name of the Course	Course Code	Relevance to the local, national, regional and global developmental needs.	Legal Aspects of Business		National	Event Management		Global	Name of the Course	Course Code	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development	Entrepreneurship Development	<i>Core Elective</i>	Employability	Event Management		Employability	Business Communication	<i>skill</i>	Skill Development	Name of the Course	Course Code	Transferable and life skill development	Small business Management		Entrepreneur
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Resolved to introduce the above NEW course(s) in the curriculum of BBA from the academic year 2023-24. Also resolved to approve the proposed syllabuses for these new courses Which are given in Section-I

**6 Revision of syllabuses of existing courses from the academic year 2023-24.**

Dr.G.Jones Green proposed the revision of syllabuses of the following course(s)in the curriculum of BBA from the academic year 2023-24.

NameoftheCourse	Course Code	Core/Elective/Skill/Valueadded	% of content added orreplaced
Financial Mnagement		Core	Replaced
Marketing Management		Core	Replaced
Organisational Behaviour		Core	Replaced

Resolved to revise the syllabuses of the above course(s) in the curriculum of BBA from the academic year 2023-24. Also resolved to approve the modified syllabuses for these courses which are given in Section-II

**7 Introduction of field projects/internships/studentprojects from the academic year2023-24.**

Dr.G.Jones Green proposed the introduction of field projects/internships/student projects in the Curriculum of BBA from the academic year2023-24.

NameoftheProgramme	Semester	Field project/ internship /studentproject	Duration
Internship Report	Second	Internship	15 days
Organisational study	Third	Field project	15 days
Final project	Sixth	Field project	30 days

Resolved to introduce the above field projects/ internships / student projects in the curriculum of BBA from the academic year 2023-24. Also resolved to approve the method of grading the students undertaking field projects/internships/studentprojects,which are given In Section-III

*of Jones*  
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S.No.	Names	Category	Signature
1.	Dr. G.Jones Green	Head of the Department- Chairperson	
2.	Dr. R.Arul Moses	Faculty Member	
3.	Dr. A.Remila Janne	Faculty Member	
4.	Dr. S.Subha	Faculty Member	
5.	Dr. J.T.Pratheesh	Subject Expert -1	
6.	Dr. S.Jebastine Suthan Raja	Subject Expert -2	
7.	Dr.N.Arun Fred	Subject Expert (VC Nominee)	

  
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